



Subject	Requirement	Deadline	Action and links	Tick when completed
PQS – Lithium & Valproate Audits	Pharmacy Income	29 November last date to start	Review your progress regarding the Medicines Safety Audits as the lithium (or methotrexate or phenobarbital) and valproate audits need to be completed over 3 consecutive months Find out more on the PSNC website	
PQS – DOS Update	Pharmacy Income	30 November	Update your DOS Profile by 30 November. More info available on the PSNC Website . Failure to update will make you ineligible to claim the digital enablers domain	
PQS Gateway – NHS Website update	Pharmacy Income	30 November	Update your NHS Website by 30 November. More info available on the PSNC Website . Check your progress here Failure to update will make you ineligible to claim payments for any part of the Pharmacy Quality Scheme	
CPAF Full Screening	Contractual	1 December	A small number of contractors have now been selected to complete a full CPAF assessment. <ul style="list-style-type: none"> - If you have been chosen you will have received a link and further instructions on how to access the full CPAF questionnaire by the NHSBSA during October - Please contact the LPC if you would like any further help and support 	
PQS - NSAID Audit	Pharmacy Income	Before PQS Deadline	Ensure you review and complete the NSAID audit. More details on the PSNC website	
PQS - Diabetes check	Pharmacy Income	Runs until 31 January	Continue to ask patients with diabetes about their foot and eye checks. Find out more on the PSNC website	
PQS - Check your SCR progress	Pharmacy Income	Ongoing	Check your pharmacy has accessed SCR in the qualifying period here Find out more about the criterion on the PSNC website	
PQS - Dementia Checklist	Pharmacy Income	Before PQS Deadline	Get started with the Dementia checklist and action plan. Resources available on the PSNC website .	
PQS - Risk Management	Pharmacy Income	Before PQS Deadline	Make a start on your risk review and update your patient safety report. Resources available to download in the Risk Management Section of the PSNC PQS page .	
PQS Support - Resources available	Pharmacy Income	Ongoing	PharmOutcomes (Asthma audit, patient safety audits, self-assessment and dementia checklist available) VirtualOutcomes (Training for the pharmacy team including: Diabetes Audit, Sepsis, New Pharmacy Contract - more coming soon) Diary Dates from PSNC	
HUHY Winter Health Campaign	Contractual	Ends 31 December	The Help Us Help You Winter Campaign ends on 31 December Please upload your interventions to PharmOutcomes between 1-15 January 2020	

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Community Pharmacist Consultation Service	Service Delivery	Ongoing	PharmOutcomes have published a series of guides to support you with the referral and recording elements of the service. Access the guides here . Find out more about CPCS on the PSNC website . Download our Top Tips for Urgent Medicines Supply and our locum checklist here .	
Quarterly Reports	Contractual – risk of breach notice if not complete	14 January 2020	Pharmacy contractors must submit their MUR and NMS quarterly information to the NHSBSA within 10 working days from the last day of the quarter.	
Blood Pressure Service and BHF Pilots	Service Delivery	Ongoing	Training for new contractors who have been successful in their application to take part in the BHF pilot as well as existing BHF pharmacies who need more, or new members of staff trained where there have been changes. Access dates and booking information on the LPC website	
Christmas Opening Times Reminder	Contractual – risk of breach notice if not complete	Over the Christmas Period	You are required to notify your patients of the nearest pharmacies open to your pharmacy on the Bank holiday dates if you are closed. Details of pharmacies, open over the Bank Holidays, will be made available on the LPC website before Christmas.	

Regular Tasks

The following tasks need to be completed on a daily/monthly basis:

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Virtual Outcomes	Workforce training	Ongoing	A new module will be released every month. Access your training here	
Local Services	Pharmacy income	By the 5 th of every month	Please claim all your locally commissioned services by the 5 th of the month	
NHS Mailbox	Pharmacy Business	Regularly	Ensure that you are able to send and receive NHSmail from your premises NHS Shared mailbox account and check daily	
HLP	Pharmacy Business	Monthly	Update your HLP Portfolio with new evidence and displays Further HLP information can be found on the PSNC website	

If you require support from the LPC please contact us:

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Community Pharmacy working together for patients across
Cheshire, Wirral and Warrington